

## **Havana Public Library District**

### **Emergency Closing Policy**

In the event of an unexpected closing the following steps are to be taken.

#### **Tornado**

In the case of tornado watches, business will proceed as usual.

If a tornado warning is issued, the Library will be closed for normal business (front door will not be locked) until an all clear is received from the local authorities. Library patrons in the building will be allowed to remain until the all clear is sounded. Unattended minors will be asked to stay in the building until a guardian picks them up or until the all clear is sounded.

#### **Adverse Weather / Equipment Failure/Areawide General Emergency**

The Library is a public service institution and every effort is made to maintain regular hours for the public. The Library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or when there is a general emergency within the area. The decision to close the Library will be based upon:

- General condition of area roads.
- Condition of the Library's parking lot and walkways.
- Availability of staff to open and operate the Library. Minimal staffing levels are defined as a minimum of at least two clerks.
- Condition of the building's equipment.
- Requests for closure by local, county or state law enforcement agencies or public health authorities

In cases of adverse or inclement weather, the Library will not automatically close or delay opening, based on any other institution's actions. The decision to close will be made by the Library Director. If the Library Director is unavailable, the senior staff member will make the decision after conferring with a board member. Once the decision to close or to open late is made, the Director will notify the staff.

In cases of public health crises such as pandemic, it is anticipated that public health authorities will require the closure of public facilities in order to prevent the general public from spreading disease. The Library will close when directed by public health authorities or sooner if the Library Director and Board President determine the situation does not warrant the risk of continuing service. Employees with compromised medical conditions and/or a doctor's excuse may begin taking sick leave early in development of the crisis, as approved by the Library Director. In the event of a public health crisis closure, continuity of completing only basic and essential business, administrative, facility, and financial

services (board meetings, payroll, invoicing, etc) for regular library and board business will need to be completed with staff that is available and able to work.

### **Emergency Closing Compensation**

- Employees may be requested to report to work or remain at work even if the library is closed to the general public. If the library remains open to the public during inclement weather, employees are expected to work their regular hours. Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time.
- In the event of an emergency closing, all employees scheduled to work will be paid as follows:
  - Exempt Full Time Employees: Not exceeding four (4) weeks, exempt staff will be paid their bi-weekly salary.
  - Non-Exempt Full Time Employees and Part-Time Hourly Employees: Not exceeding four (4) weeks, all non-exempt IMRF and non-IMRF staff will be paid for their average scheduled hours.
- If an employee was scheduled to use vacation, personal or sick time and the Library was closed due to an emergency, the employee will be paid the vacation, personal, or sick time they were scheduled to use during the time the Library was closed.
- For closing longer than four (4) weeks, the Board of Trustees will determine a course of action.

*Amended and re-approved by the Havana Public Library District Board April 20, 2017  
Revised and re-approved by the Havana Public Library District March 12, 2020*